

Technical Branch
Miscellaneous Technical Group
Transit Series

TRANSIT SCHEDULE WRITER

03/95

Summary

Under general supervision prepares bus time schedules, driver's run-cuts and sign up board; performs related duties as required.

Typical Duties

Conducts studies consisting of coach load factors and passenger counts; adjusts schedules according to quantity and balance of transportation services; gathers information concerning traffic speed, road conditions, route distances, passenger boarding, and other pertinent information for the preparation of bus time schedules, run-cuts, sign up board, fixed-route, demand-responsive and charter services; performs on-time performance checks.

Reviews and updates current schedules as required and makes recommendations concerning new schedules; rides scheduled buses to become familiar with the characteristics of a route; proofreads new schedules prior to printing.

Submits completed work to supervisor for review and approval.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and five years of experience as a Coach Operator or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of coach routes and schedules; considerable knowledge of the geography of the city; good knowledge of coach capacities.

Ability to collect, analyze, interpret and assemble data; ability to make arithmetical computations; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to maintain files.

Physical Requirements: Mobility within an office and field environment; operations of a motor vehicle through city traffic.

Special Requirement: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head